



PLEASE POST

**THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT**

POSITION POSTED: Clinical Case Manager
SALARY RANGE: \$36,390.00 - \$48,917.00
DATE POSTED: June 29, 2017 – September 15, 2017

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications.

A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAVE PASSED SINCE THEY LAST TOOK THE EXAMINATION.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Social Work, Counseling or Psychology. Ability to be credentialed as a Child Mental Health Professional.
2. One (1) year of Case Management experience.
3. Excellent interpersonal and verbal communications skills for dealing with youth, parents, the Court, police, and school authorities.
4. Must possess and maintain Michigan licensure as one of the following: Licensed Bachelor of Social Work (LBSW), Limited Licensed Master of Social Work (LLMSW), Licensed Master of Social Work (LMSW), Temporary Limited Licensed Psychologist (TLLP), Limited Licensed Psychologist (LLP), Limited Licensed Professional Counselor (LLPC), Licensed Professional Counselor (LPC).

DESCRIPTION OF WORK:

Under the supervision of the Unit Supervisor, this position provides probation/case management services to youth. This position is responsible for performing work in compliance with laws, court rules, policies and procedures, and has no supervisory responsibilities.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the examination process shall be placed on the eligibility list.

NOTE: Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX-70% MIN)

Evaluation of Training, Experience & Personal Qualifications	Pass/Fail
Written Examination	50%
Interview	50%

APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.

APPLICATION PROCEDURE AND DEADLINE:

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED FROM THE FOLLOWING WEBSITE www.3rdcc.org. A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION.** An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****

**Third Judicial Circuit of Michigan
Department of Human Resources**

Classification Code: 600-023

Date Issued: 3/23/17

TITLE: Clinical Case Manager/
Probation Officer

SUMMARY:

Under the supervision of the Unit Supervisor, this position provides probation/case management services to youth. This position is responsible for performing work in compliance with laws, court rules, policies and procedures, and has no supervisory responsibilities.

PRIMARY DUTIES:

1. Assesses the needs of the youth and family by completing a comprehensive case management assessment and plan of service with the youth and family.
2. Supports child and family in reaching goals and measurable objectives of the plan by linking and coordinating services, monitoring, reassessing and follow-up.
3. Documents consumer contacts in all required written reports.
4. Assists the Court in the disposition of cases by providing written reports, recommendations and oral testimony.
5. Improves personal development and the delivery of services through active participation in staff training, team meetings, supervision and conferences.
6. Ensures the delivery of services to clients in the office and the field by maintaining a flexible work schedule.
7. Complies with all Court, Clinic, CMH, Medicaid, and CARF standard
Informs management of relevant issues and problems.
8. Prepares statistical reports to ensure management's ability to track and assess work volume and workload equity.
9. Assesses the sufficiency of submitted paperwork. Reviews databases, for information regarding filings with the Court.
10. Ensures that cases are processed in a timely manner.
11. Informs management of relevant issues and problems.
12. Facilitates the work of management by completing other duties as assigned.

QUALIFICATIONS:

1. Bachelor's degree in Social Work, Counseling or Psychology. Ability to be credentialed as a Child Mental Health Professional.
2. One (1) year of Case Management experience.

KNOWLEDGE SKILLS AND ABILITIES

1. Excellent interpersonal and verbal communications skills for dealing with youth, parents, the Court, police, and school authorities.
2. Excellent written communication skills for preparing reports and recommendations.
3. Good knowledge of community resources for family services.
4. Ability to remain calm and use good judgment in difficult situations.
5. Ability to be firm, while having a supportive attitude, when dealing with youth.
6. Skill in applying various statutes and implementing regulations.
7. Ability to effectively communicate both orally and in writing.
8. Tact in dealing with co-workers, defendants, and members of the public.

LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:

1. Must possess and maintain Michigan licensure as one of the following:
Licensed Bachelor of Social Work (LBSW)
Limited Licensed Master of Social Work (LLMSW)
Licensed Master of Social Work (LMSW)
Temporary Limited Licensed Psychologist (TLLP)
Limited Licensed Psychologist (LLP)
Limited Licensed Professional Counselor (LLPC)
Licensed Professional Counselor (LPC)
2. Must possess (at time of application) and maintain a valid Michigan driver's license and no fault auto insurance.
3. Candidates considered for placement in this job title will be subject to a criminal background investigation.
4. Employees in this classification will be required to perform work assignments in

the field.

The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.

NOTES:

06/20/2012	Updated for formatting; revision of qualifications
11/17/2014	Updated for content; summary and license requirements
03/23/2017	Updated for Content. (Replaces the Probation Officer and Clinical Case Manager Job Descriptions).